

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, July 22, 2004

Keith Henderson, Chairperson, called the meeting to order at 4:00 p.m.

Committee Members

Present (Name and Municipality):

- Keith Henderson, Chairman, Town of Brookfield
- Jeff Herrmann, Town of Genesee and Oconomowoc
- Jeffrey Musche, Town of Lisbon
- Marilyn Haroldson, Town of Merton
- Barb Holtz, Town of Mukwonago
- Colin Butler, Town of Ottawa
- James Siepmann, Town of Summit
- Vanessa Kuehner, Towns of Vernon, Waukesha and Village of North Prairie
- Bill Biersach, Village of Chenequa
- Wallace Thiel, Village of Hartland
- William Freisleben, Village of Menomonee Falls
- Paul Craig, City of Delafield
- Doug Koehler, City of Waukesha
- Nancy Anderson, SEWRPC
- Larry Plaster, Village of Butler
- Roland Tonn, City of Oconomowoc
- Brian Turk, Town of Delafield
- Walter Kolb, Waukesha County Park and Planning Commission
- Rebecca Finn, Village of Elm Grove
- Harlan Clinkenbeard, City of Pewaukee

Committee Members

Absent (Name and Municipality):

- Representative of the Village of Big Bend
- Bart Zilk, Village of Dousman
- George Stumpf, Village of Lac La Belle
- Dan Ertl, City of Brookfield (Excused)
- Donald Wiemer, Village of Oconomowoc Lake

Others Present:

- Dale Shaver, Parks and Land Use – Director
- George Morris, Parks and Land Use – Environmental Health Manager
- Jim Kavemeier, Parks and Land Use – Parks System Manager
- Richard Mace, Parks and Land Use – Planning and Zoning Manager
- Kathy Moore, Parks and Land Use – Senior Planner
- Sandy Scherer, Parks and Land Use – Senior Planner
- Don Dittmar, Land Information Systems Manager
- Donna Walbert, Parks and Land Use-Office Services Coordinator
- Pamela Meyer, Town of Eagle Resident
- Michael Warwick, Welch Hanson

- George Hall – Wisconsin Department of Administration
- Joanna Schumann, Wisconsin Department of Administration
- Jerry Braatz, U.W. Extension
-

Public Comment

None.

Approval of the March 25, 2004, Minutes

- *Mr. Musche moved, seconded by Mr. Siepmann and carried unanimously, for approval of the March 25, 2004, Minutes.*

Discussion of Comprehensive Planning Grants – Wisconsin Department of Administration staff invited

Mr. Shaver indicated that the discussion would address the procedure for grants. Waukesha County, in its “Cooperative Agreement” with participating municipalities indicated they would not apply for a grant if the application would hinder any municipality from applying for their own grant. Another item for discussion will be if Waukesha County coordinates with the municipalities and submits one large grant application, could the County receive the grant and distribute funding to the municipalities per their request in the rollup document? If the grant was accepted, could the State pay the municipalities individually?

Mr. Jerry Braatz, U.W. Extension Associate Professor of Community Development introduced Joanna Schumann and George Hall from the Wisconsin Department of Administration. Ms. Schumann said the Comprehensive Planning Law provides a definition for and outlines a Comprehensive Plan. The Comprehensive Planning Law requires consistency between certain actions (ie. shoreland zoning, subdivision ordinances and official mapping). If the community is involved in any of the abovementioned activities they should have a Comprehensive Plan by 2010. There have been questions regarding what would happen if the community is responsible for zoning and they do not have a plan by 2010? There would be no penalty as far as the State Government is concerned for not having a plan. It is the individual communities decision on whether to have a plan or not, however, they do encourage each community to have a plan. She explained the definition of a Comprehensive Plan as having nine elements.

A Multi-Jurisdictional Plan can be a single plan for one community, or a community could apply jointly and work with a County. The County could have a more general plan covering all communities and then the communities would address specific problems and issues on their own. The Wisconsin Department of Administration provides financial assistance for comprehensive planning and all Towns, Counties and Cities are eligible to apply. You may apply for a new plan or an update to an existing plan. Due to budget cuts this year there may not be money available for all communities, however, there may be, due to the list of consistency requirements being reduced. The Department supports and encourages multi-jurisdictional applications, which are a priority. Grant applications contain six sections and can be found on the website. Section A (multi-jurisdictional cooperative-efforts which address the interest overlapping and neighboring jurisdictions) on the grant application receives 30% of the total score. The grant money is distributed based on funding levels, which are based on the population plus a 10% incentive for applying together. The time limit for completing your plan is 30 to 48 months. Multi-Jurisdictional Plans would most likely receive 48 months to complete. The deadline for applications is November 1, 2004.

Activities eligible for reimbursement include any activity directly related to the development of the Comprehensive Plan (salary, time spent on development, printing, copying, meetings, etc). Records of invoices, receipts and any other documentation related to the project is the responsibility of the applicant of the grant. Activities not eligible for reimbursement include costs incurred prior to a grant agreement execution. When applying together, a lead government unit is chosen (would be considered a project manager). Only one reimbursement check would be issued to the lead government. For additional information visit the web site at www.doa.state.wi.us, click on "Public Services" then "Comprehensive Planning". A workshop will be held in September 2004, with discussions regarding scoring criteria, grant applications and how to compose a good grant application. A question regarding scoring for grant applications was asked. Ms. Schumann replied, that the grant applications are reviewed by a peer review committee, the DNR, UW Extension, private representatives, environmental groups and the DOT. The DOA is not involved in the review process.

Mr. Hall introduced himself and said his presentation would concentrate on the intergovernmental cooperation element. There is a data CD available or the plan development guides with examples of the intergovernmental cooperation guides are located on the above-mentioned website. He explained that his main duties are to incorporate cities and villages and be involved with intergovernmental agreements and annexations. He further explained, the applicants must meet all of the statutory requirements. Existing Intergovernmental Agreements can be incorporated in the existing Comprehensive Plan by statute. If you have further questions or require further information, you may contact him at (608) 266-0683.

The Committee thanked Ms. Schumann and Mr. Hall for the informative discussion.

Mr. Shaver asked the Committee "What would be the interest level in applying for a joint grant?" He said as the municipalities collect data for the elements of the plan, the County could coordinate the preparation of a grant application and roll in the request of any municipality which would like to be a part of it. He added that Mr. Braatz has agreed to write the chapter text and grant application and possibly an application could be submitted by fall 2004. If the municipalities plan on using outside assistance in compiling data it could be budgeted into the grant request.

Discussion of Draft Chapter 1

Mr. Shaver said comments were received from SEWRPC on the draft of Chapter 1. There are some minor text edits, which can be incorporated into a revised draft and be distributed before the next meeting. Mr. Henderson suggested in the Planned Component Elements Section, Page 4 the following changes be made:

- Transportation-NS Corridor - NS should be spelled out as North South.
- Completion of Business – What does this mean?

He said regarding the text for the six major issues being addressed by the subcommittees that some of it is written in a way, which makes it seem that it has already been accomplished. He wondered if it should be more of an overview at this point and some of the details could be used as the first part of each chapter. Mr. Mace pointed out under the "Utilities and Community Facilities" section, in No. 1 "Sanitary Sewerage", it states "suitable scale maps were prepared". The wording does sound like it has already been accomplished and could be changed. Ms. Kuehner said it could be due to staff time and budget. Items are usually written in anticipation of the final portion of the document, so a significant amount of time does not have to be spent on revisions/modifications to the past tense (re-phrasing and re-writing sections). The budget will have to be worked out with respect to actual work vs. later edits. A member of the Committee suggested under "Transportation", No. 1 "Arterial street and highway system" where sources of

information are being referenced that the SEWRPC Regional Transportation Update could be added. Mr. Shaver agreed. Ms. Anderson mentioned a number of updates to the draft copy. Mr. Clinkenbeard noted that on Page 2, Table No. 1 “Local Comprehensive Plans Including a Land Use Element in Waukesha County by Municipality” the City of Pewaukee is listed as having completed a plan in 1996. He clarified there is not a Comprehensive Plan for the City of Pewaukee and there probably will never be one. Mr. Shaver said the last sentence of the “Notes” under Table No. 1 could be changed to “Land Use Plans” and also change the title of the table.

Mr. Shaver suggested the Draft Chapters could be placed on the County’s Web Page and conditionally approve each chapter, preserving final approval until the entire document is completed. There was no action taken. The Chapter will be conditionally approved after the amended chapter is review by the Committee members at a later meeting.

Creation of Agriculture, Natural and Cultural Resources Element Subcommittee

- **Sub-Committee Membership:**

Jim Siepmann–Comprehensive Development Plan Advisory Committee Representative
Don Reed – Southeastern Wisconsin Regional Planning Commission
Ellen Gennrich- Waukesha County Land Conservancy
Bill Kolstad-City of Brookfield Parks Department
Elaine Kraut-Town of Summit Park Board, Mineral Extraction Industry
Paul Sandgren-Wisconsin Department of Natural Resources
Tom Oberhaus-Town of Delafield Plan Commission, farmer
Beth Leonard-City of Delafield Park and Recreations Commission
Bob Bartholomew- Town of Vernon Plan Commission, farmer
Bob Miller-Farmer, Town of Oconomowoc
Barb Holtz-Town of Mukwonago Board, farmer
Bruce Kaniewski- Comprehensive Development Plan Advisory Committee Representative
Jeff Herrmann-Comprehensive Development Plan Advisory Committee Representative
Steve Schultz-Ruekert and Mielke
Rob Fox-UW- Extension Agricultural Agent

- **Staff Contacts:**

Perry Lindquist – Land Resources Manager, Waukesha County Department of Parks and Land Use
Jim Kavemeier-Parks System Manager, Waukesha County Department of Parks and Land Use
George Morris-Environmental Health Manager, Waukesha County Department of Parks and Land Use
Richard Mace-Planning and Zoning Manager, Waukesha County Department of Parks and Land Use
Jerry Braatz-UW Extension Associate Professor of Community Development

- **Sub-Committee Objectives:**

1. Identification of Nonmetallic Mineral Extraction Areas and adjoining lands and buffer standards.
 - Predetermine buffer standards to eliminate a conflict of use
2. Identification of existing and proposed park and open space lands, including the incorporation of municipal park plans.
 - Create a Comprehensive Park & Open Space Plan, which shares the vision of all municipalities in the County.
3. Discuss and amend as necessary, criteria used for the delineation of prime agricultural lands.

4. Discuss the Southeastern Wisconsin Regional Planning Commission study on groundwater supply, and present Plan implementation recommendations
 - Analyze data from study.
5. Review and amend as necessary, text from Chapter III – Natural Resource Base from the Development Plan for Waukesha County.

• **Resources Available:**

1. Chapter XIII – Park and Open Space Plan from the Development Plan for Waukesha County
2. Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin
3. Chapter III – Natural Resource Base from the Development Plan for Waukesha County
4. Chapter IX – Objectives, Principles and Standards relating to delineation of prime agricultural lands from the Development Plan for Waukesha County
5. Mineral extraction land data from Chapter X – Land Use Plan from the Development Plan for Waukesha County
6. Groundwater documents from SEWRPC
7. A Guide to Smart Growth and Cultural Resource Planning, Wisconsin Historical Society
8. Waukesha County Land and Water Resource Management Plan
9. Chapter 66.1001(2)(e) Wisconsin Statutes – Agricultural, natural and cultural resources element
10. Waukesha County Agricultural Preservation Plan – 1981 and Draft Update

• **Timeline:**

Complete the development of Chapter 1 no later than May 2005

Mr. Henderson suggested another resource could be Frank Dombrowski regarding groundwater issues. He also serves on the Sanitary District No. 4, Town of Brookfield. It was also suggested that objectives should be added for identifying cultural resources.

Mr. Butler moved, seconded by Ms. Haroldson and carried unanimously, for approval of the Agriculture, Natural and Cultural Resources Element Subcommittee.

Next Meeting Topics and Dates

The next meeting will be held Thursday, October 28, at 4:00 p.m. in Room 355/359 of the Waukesha County Administration Center.

Topics:

- Intergovernmental Committee
- Status Report from Agriculture, Natural and Cultural Resources Element Subcommittee
- Status of Grant Application

Mr. Mace asked when the grants would be decided upon? Ms. Schumann answered, “The first week of February 2005”.

Ms. Haroldson moved, seconded by Mr. Koehler and carried unanimously, for approval of the next meeting date and topics.

There being no further business to come before the Committee, Mr. Tonn moved, seconded by Mr. Thiel to adjourn at 6:00 p.m.